



# City of Tempe

## LEAD ENTERPRISE NETWORK TECHNICIAN

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	353	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$72,650
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$98,078
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Enterprise Network Engineer II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the IT Supervisor, of Network Operations, or from other supervisory or management staff.

Exercises lead supervision over technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of increasingly responsible experience in telecommunications operation, planning and design including voice, video, mobile communications, computer networking, and RF systems and analysis.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in computer science, communications engineering, or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>• Must possess and maintain a valid driver's license.</li><li>• Possession of, or required to obtain within six months of hire, and maintain a valid Cisco Certified Entry-level Network Technician (CCENT) certification or Cisco Certified Technician (CCT) certification.</li><li>• Possession of, or required to obtain, an appropriate, valid FCC radio-telephone operator's license, or equivalent certificate within one year of hire</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and lead the activities within the IT Technical Center in accordance with the Information Technology Department's stated Goals and Objectives; to provide technical advice to the IT Supervisor, of Network Operations, concerning the planning and management of the City's telecommunication systems and infrastructure; and to perform a variety of technical duties relative to the design and operation of the telecommunications network. Coordinate the day-to-day operation and staff of the IT Technical Center.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Engineer, oversee and document the installation, operation, and repair of communications equipment including radio base station equipment, portable and fixed mobile radios, subscriber equipment, microwave equipment, telephone systems, data communication systems, and display systems
- Supervise the administration of the radio system including the development of templates for programming changes, software revisions, and upgrades; act as a liaison between City of Tempe, PRWN and TOPAZ regional radio systems; and coordinate any necessary expansion or interface with other agencies and/or municipalities
- Ensure speedy and efficient repair and/or modifications to Public Safety communication equipment during crisis and emergency situations
- Plan, prioritize, assign, and manage multiple projects dealing with the voice, data and radio infrastructure
- Meet with customers to identify and evaluate communication needs and develop effective solutions to utilize technology to serve their customers better; act as a Technical Liaison for the Solutions Architect for communication technology information
- Oversee and approve the purchase of communications equipment; maintain contact with vendors to obtain information on product changes and new products; and research new technology to ensure compatibility and best fit for Tempe operations
- Coordinate frequency and channel usage with customers and client agencies to assure continued availability and minimal system impact; apply for and maintain valid City radio frequency licenses on all infrastructure with the Federal Communications Commission (FCC)
- Ensure that equipment is in compliance with Federal regulations; perform equipment tests as part of preventative maintenance; adjust and tune FCC licensed transmitters
- Accountable for IT Technical Center assets and accuracy of asset database; maintain spare equipment and parts inventory; order necessary equipment; and ensure proper stock of critical spares
- Provide lead supervision over technical staff; participate in the selection of staff

- Perform other duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 45 lbs.;
- Move heavy objects, pallet and/or dolly of equipment (at approx. max weight of 200 lbs.);
- Operate city vehicles (i.e. sedan, pickup truck or van);
- Operate city equipment (i.e. bobcat tractor, Fire Trucks, Police Mobile Command Units, Refuse trucks).
- Use power tools (i.e. drills, generator, saw, welder, grinder);
- Use tools (i.e. hammers, wrenches, voltmeters, screwdrivers, chisels, rivet gun);
- Climb stairways, ladders, rooftops, mountains;
- Traverse uneven surfaces; including mountains, landscape slopes, curbs, gravel surfaces;
- Operates computers, printer/copier, calculators, telephone and other office machines;
- Extensive reading and close vision work with manuals and labels
- Work in confined areas; wiring closets, in ground vaults, mechanical rooms, storage closets;
- Work out-of-doors in inclement weather; extreme heat, cold, wet, etc.
- Exposure to public outdoor environments, in ground vaults, exterior communication rooms
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.; exposure to bright lights & loud noise operating public safety vehicle lights & sirens, loud noise operating machinery
- Exposure to chemicals, fumes, etc.; some chemicals are stored in communication rooms of smaller facilities, such as fire stations
- May require working after hours in event of network outages, or identification of communication infrastructure for developer's construction crews, or need for repair to communication equipment of special vehicles.
- May work alone for extended periods of time; may work on radio programming, tuning, or blue staking for extended periods of time;
- Other physical attributes essential to the classification;

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i>  <i>Revised September 2019 (reactivate job description)</i>  <i>Revised March 2020 (added Cisco (CCT) certification)</i></p>